Required Program Documents and Submittal Instructions

To read more about a program document, click the student resource link.

PROGRAM APPLICATION

Please carefully read and complete the program application. If you have questions regarding the application, please contact the appropriate admissions advisor.

To complete the program application, download it to your device. Open it in Adobe Reader, fill in and sign the application. Print or save the application as a PDF to your device. If you do not have Adobe Reader you can download the app for free from any app store.

Form: [Program Application](#)

CREDENTIAL SERVICE REQUEST

A $30.00 nonrefundable application fee must be submitted with your application to the credential program. Applicants should submit the receipt for this fee with their application. Applications will not be reviewed without the payment of this fee.

Student Resource: [Credential Fee Payment Directions](#)

CTC requires payment separate to this CSUB fee. An additional credential service fee will be required if applying to become an intern or change of program. CTC will also require additional fees.

Recommendation

Applicants must submit two recommendation forms. This form should be completed by an individual in a position to evaluate your professional dispositions such as a supervisor, or previous/current instructor. *A relative may not make a recommendation.*

Form: [Recommendation Form](#)

BASIC SKILLS REQUIREMENT

Verification of basic skills:

- Holding a bachelor's degree or higher from a regionally accredited institution.

Your admission advisor will verify and add your transcript for your bachelor's degree, masters degree, or doctorate degree to your application.

SUBJECT MATTER COMPETENCY

Verification of subject matter by completing one of the subject matter options:

- CSUB verification of
    - Degree major
    - Degree content areas (Multiple Subject Only)
    - Coursework verification
    - Coursework/exam verification
- Subject matter waiver
    - A letter of subject matter waiver from a Commission approved subject matter preparation program.
- Passage of exam
    - For Multiple Subject Credential Program – Multiple Subject CSETs
    - For Single Subject Credential Program – Appropriate Single Subject CSETs
- Evidence of progressing towards meeting subject matter
    - CSUB verification of subject matter not met: degree content areas or coursework verification
    - Attempted CSET results
    - Proof of registration of CSETs

Applicants who apply with documents of progressing towards subject matter are only considered on a program availability basis as applicants who meet 100% subject matter are given priority consideration.

Applicants may be considered for admission without having fully met subject matter. However, applicants meeting 100% of subject matter are given priority consideration. If an applicant, is admitted without 100% subject matter, full subject matter must be met prior to being eligible to complete final clinical practice.

Student Resource: [Subject Matter Competency](#)
Information on how to meet subject matter competency

Submit your CSUB subject matter verification, exam results, subject matter waiver letter, or proof of progression towards subject matter with your application.

FINGERPRINT/BACKGROUND CLEARANCE

Applicants must provide verification of having met the Commission on Teacher Credentialing (CTC) fingerprint character and identification process and the moral and professional fitness standards that CTC requires which meets the established California law standards. Verification can be met by providing a current and valid document issued by CTC.

Student Resource: [Fingerprint/Certificate of Clearance](#)
Information on how to apply and obtain fingerprint clearance

TUBERCULOSIS (TB) CLEARANCE

Applicants must provide a copy of a valid TB clearance. Acceptable documents:

- Negative Skin Test (within 4 years of test date)
- Negative X-ray or Blood Test (within 2 years of test date)
- Risk Assessment (within 4 years of assessment date)
    - *Risk assessments must have a valid medical professional's signature/stamp and be on a valid CTCA questionnaire form or medical office letterhead.*

- California TB Risk Assessment College/University Students
- California School Employee TB Risk Assessment Questionnaire

Student Resource: Tuberculosis Clearance
Information on how to obtain tuberculosis clearance

MANDATED REPORTER TRAINING CERTIFICATE

Applicants must submit verification of completing a Mandated Reporter Training for School Personnel. A certificate of the training must be submitted with your application. A valid certificate is less than one year old.

Please note: If admitted to a credential program and your certificate expires before the end of the semester you will be required to complete a new training and receive a certificate before the start of the semester as part of clinical practice clearance.

Student Resource: Mandated Reporter Training
Information on how to complete the mandated reporter training.

LETTER OF GOOD STANDING – IF YOU PREVIOUSLY ATTENDED A CREDENTIAL PROGRAM

A letter of good standing is needed if you previously were attending another institution's credential program as an admitted credential candidate. You must submit a letter of good standing from your previous credential program with your CSUB Multiple Subject or Single Subject program application.

SUBMITTAL INSTRUCTIONS:

Failure to follow application submittal direction may be cause for delayed or rejection of an application. Please do not mail, email, or fax documents unless specified in admission requirements or requested by a program admissions advisor.

The credential program application should be compiled into one PDF and uploaded to the secure submittal portal. *No other file format will be accepted.* **Do no zip or password protect your file. Do not upload multiple files; it must be in one file.**

1. To compile your program application and supporting documents into one file you will need to merge your documents.
   Adobe Reader does not have merge functions unless purchased. To merge your documents there is free Adobe merge software available such as: I love PDF.

2. Name your PDF: Last name_First name_CSUB ID. Save a copy for your records.

3. Upload your PDF file to the secure portal for the campus/program you are applying to.